

## Housekeeping Aide Job Description

### Position Summary:

The housekeeping position will work varied days and hours based on the needs of the facility. The position may occasionally have to work in Laundry, and all aspects of the job will vary based on the needs of the facility. Shifts will vary and the position must work every other weekend and every other holiday. The Housekeeping position exists to provide routine support in the environmental services of residents, to assure that the highest degree of quality resident care is always maintained. This position must work effectively with team members in ensuring that work is accomplished in a timely, effective, well organized and safe manner, while focusing on delivering quality resident care.

### Essential Functions and Responsibilities:

- Performing basic housekeeping support procedures for residents as required.
  - Cleaning and sanitizing all areas on a regular basis
  - Sweeping and mopping
  - Trash removal
  - Following daily cleaning schedule as required
  - Maintaining and organizing cleaning supplies
  - Works utilizing guidelines established by the facility policy and procedures
  - Conducts self in a professional manner in compliance with unit and facility policies
  - Participates in the performance improvement process, and activities
  - Performs other related duties as assigned or requested
  - Works rotating shifts, holidays, and weekends, as scheduled
  - Maintains knowledge of equipment set-up, maintenance, and use
  - Professionalism
    - A. Makes decisions that reflect both knowledge and good judgment.
    - B. Shows evidence of awareness of own limitations and seeks assistance when necessary.
    - C. Adheres to dress code and facility attendance policy.
    - D. Attends committee meetings, if assigned. Reports related to the committee are given during staff meetings.
    - E. Takes responsibility for own professional growth. Attends and participates in all scheduled training, educational and orientation classes, programs and activities including annual mandatory classes.
  - Follows work schedules and completes assigned tasks according to the established standards of the facility
- 21 Human Relations
- A. Demonstrates a positive working relationship with patients/residents, visitors and facility staff.

- B. Acknowledges authority and exhibits appropriate response to the direction of supervisors.
- C. Spends time with patients/residents rather than other personnel.
- D. Readily assists co-workers as needed.

### Other Duties:

1. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.

### Receipt and Acknowledgment:

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed,

The contents of this job description are job requirements and, at this time. I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

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Employee Signature

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Date

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Manager/Supervisor Signature

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Date